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Outlined below are some of the policies and procedures of the studio. Please do not hesitate to contact me if you have any questions. Maintaining open lines of communication is essential to a successful learning experience.

### **FEES**

Lesson rates as of 1/1/23: (students who have been consistently enrolled at a different price point will remain at the rate they had in 2023-24)

ANNUAL REGISTRATION: \$15 per family; added to September invoice

#### INDIVIDUAL LESSONS:

*30-minute lesson: \$40*

*60-minute lesson: \$80*

DROP IN LESSONS: \$45 (*For students who are not on a regular schedule and are taking one or more lessons to help with vocal health, college prep, music and audition prep, etc.*) Regular students who need additional lessons are billed at their current rate.

**The first lesson** for potential students is conducted as a "meet and greet" at no charge. This gives me an opportunity to hear you and assess your vocal strengths and weaknesses and allows students to express their goals and talk about previous musical experiences. This is a service granted for students intending on studying long term on a regular schedule and not intended for students who wish for an audition coaching.

### **PAYMENT**

- Lessons are to be paid **in advance** by one month. Students will be sent an invoice 7 days before the end of the month and payment is due **by the 1st**. Reminder invoices are sent by the system and automatic late payments will be assessed with a late fee of **\$15 on the 10<sup>th</sup>**. Payments can be brought to a lesson, mailed or paid for through your student portal via PayPal, or electronically via Zelle.

- Payments accepted: check, cash, electronically on my website via PayPal or with Zelle. (Credit card payments through PayPal incur a processing fee)

### **CANCELLATIONS/MAKEUP POLICY**

- Care is taken to schedule students at a mutually convenient time. A specific time is reserved weekly that is exclusively yours. This is the special nature of private study.
- ***Students who need to miss a lesson and give a 24- hour notice will receive a makeup credit.*** In cases of transportation issues, less than ideal voice, or suspected illness, students can opt to do a Zoom lesson if they cannot give enough notice. There are lots of things we can work on even if you are not in your best singing voice. For family emergencies, sudden illnesses, or schedule conflicts where a Zoom lesson cannot happen, students will be granted makeups on a case-by-case basis. Please text me.
- ***Scheduling makeup lessons.*** Makeups and additional lessons can be scheduled through the schedule link on my website via My Music Staff. I do understand the intricacies of managing a busy family schedule and do my best to remain flexible and work with your scheduling needs. ***Missed Lessons cannot be credited to next month's payment, but students have until Sunday, June 8<sup>th</sup>, 2025, to schedule a makeup time.*** Except in extenuating circumstances, makeup credits cannot be used during the summer session.
- ***Teacher cancelled lessons will be made up at a mutually convenient time or I will credit forward to the next month.***
- ***Students who must miss more than two consecutive lesson times may forfeit their scheduled time.*** Students have several options if this is the case.
  1. Choose to pay for the time to keep the timeslot and make up the missed lessons when there is no longer a conflict.
  2. Risk forfeiting the time and be placed on the waiting list. I will try to find an alternative time when one opens that will work for you as I always have students on a waiting list who would like a regular time.
- ***Inclement weather:*** If students or parents are uncomfortable at any time with the road conditions in their local neighborhoods (I have students who drive over an hour) they can choose to do a Zoom lesson. ***If students have no access to Zoom, or Facetime, or their internet is down, we can schedule a makeup. The 24-hour notice requirement does NOT apply if the student or family is concerned about driving conditions.***
- A great majority of my students are adults and children who perform professionally in theatres, concerts, churches and as front singers for bands. I work with many professional

musicians and teachers who live outside of the area and several professional artists study remotely each week from around the country. Because of the fluid nature of rehearsal and performance schedules for performing artists, and the large number of working musicians I teach, I maintain a much more flexible policy regarding lesson rescheduling than most of my colleagues. You can reschedule as often as is necessary. My Music Staff online scheduling allows for students to find makeup and additional lesson times.

- Students who are planning to audition for college as performing artists ***must*** attend lessons ***weekly from September-January*** of their senior year if I am preparing you for those auditions. You may take either a 30- or 60-minute timeslot although most students at this stage of pursuing a professional career opt for the hour.
- Students who need to end their private study must give at least a two-lesson notice. Students will hopefully be able to take those two lessons for which they will be billed. This gives adequate time to fill the lesson slot.
- Students who are only in town for the run of a show or a holiday break can schedule lesson times on the online scheduler or may need to make individual arrangements.

**Our time together is considered very important to me, as I know it is to you! Rescheduling and working out schedules is rarely a problem.**

## **MATERIALS**

Please bring the following items with you to EVERY lesson:

1. **Vocal Fundamentals Manual**-required for 6<sup>th</sup> grade through high school. Younger students will have an alternate workbook. This is a workbook I wrote and put together with numerous information about Vocal technique and production, vocal health, learning and performing songs, musicianship, sight-singing, etc. Cost: \$20.
2. **Three ring binder**. (For copied music, handouts, and audition materials)  
Music should be in sheet protectors or 3-hole punched and not loose.
3. **BOOKS**. (Plan on an initial book cost of approximately \$40. You may purchase or I will purchase these for you after we determine which books and the appropriate keys.  
Most students 8-18 will have two lesson books.
4. **Water bottle, pencil**.
5. **Small notebook or journal** for lesson notes and assignments. I have some wonderful inexpensive suggestions that are specific for vocal study and can be found on Amazon.
6. **Designated “voice lesson bag”** to keep it all together!
7. Virtual lessons require the materials above and two devices. (a cell phone and computer or iPad)

**RECORDING:**

Students are encouraged to record their lessons via iPhone, or voice recorder. I can also record the opening exercises and send them via Voice Memo. Students should use this learning tool and work with the recording in between lessons to practice, review exercises, learn music, and refine technique.

I am very excited to work with you this year! I know you will find that you will make incredible progress in achieving your vocal goals!